

~~SECRET~~  
Security Information

25X1A

25X1A

PERSONNEL  
October 1953

SEPARATIONS

CONTENTS

Page

GENERAL.....  
POLICY.....  
AUTHORITIES AND  
RESPONSIBILITIES.....

1. GENERAL

- a. This Regulation states the Agency's general policy governing the separation of its employees. The requirements and procedures applicable to the various types of separation actions are stated in appropriate Regulations in this series.
- b. General separation actions described in [REDACTED] include all separation actions except those listed in paragraphs c and d immediately below, and those resulting from reduction in force. The requirements and procedures applicable to the latter categories are sufficiently specialized to require separate treatment.
- c. Separation to enter on active duty with the Armed Forces is presently governed by [REDACTED]
- d. Separation actions based on adverse findings of the Employment Review Board or of a Security Hearing Board are governed by [REDACTED] and [REDACTED] respectively.

2. POLICY

- a. It is essential that each member of the Agency contribute his full share toward the accomplishment of the Agency's mission. Although every effort will be made to minimize the loss of competent personnel, prompt action must be taken to release those individuals who fail to perform effectively, who demonstrate undesirable personal characteristics, or who do not meet security or loyalty requirements.

*whose performance or conduct is unsatisfactory, or who do not meet security requirements.*

~~SECRET~~

~~SECRET~~  
Security Information

PERSONNEL  
October 1953

25X1A

- b. Separations will be effected in a uniform and equitable manner with due regard for the needs of the Agency, the welfare of individual employees, and the requirements of law and regulations. Employees will be informed of the reasons for all actions taken to separate them. Those who have completed their trial period will not be separated for unsatisfactory performance unless there is a prior notice informing the person concerned in what respect his services are unsatisfactory and he has been given a reasonable opportunity to improve or to correct objectionable traits or performance.
- c. An employee will not be requested or advised to submit a resignation in lieu of another more appropriate action. He will, however, be advised of his right to resign prior to the completion of another type of separation and, if he chooses to resign, his resignation will be accepted. The Agency will not refuse the resignation of an employee nor will it take any action to compel him to remain in the service beyond the date he has specified.

3. AUTHORITIES AND RESPONSIBILITIES

Authorities and responsibilities in connection with the various types of separation actions are stated in the appropriate Regulation governing each type.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

DISTRIBUTION: AB